



**Position Announcement:** Career Pathways (CP) Teacher

**Requesting Office:** Secondary School Transformation/Office of Career and Technical Education

**Opening Date:** 3/15/2010

**Closing Date:** Open until filled

**Number of openings:** 136

**Location:** Washington, DC

***Our summer youth program participants need your expertise, passion and leadership in the DCPS Career Pathways and Career Enhancement Summer Programs.***

We are looking for highly motivated and skilled talent to join our team at the District of Columbia Public Schools (DCPS) Career Pathways and Career Enhancement Summer Programs. We seek individuals who are passionate about teaching youth workers and whose areas of expertise are finance, IT, art, or career development.

This position is located at DCPS high schools offering Career Pathways and Career Enhancement Summer Programs. The incumbent is responsible for teaching youth participants in the Career Pathways (CP) Programs. The Teacher will work with the CP Program Coordinator(s) to provide expert instruction to youth participants registered with the Department of Employment Services (DOES)/Summer Youth Employment Program (SYEP).

**Teacher – Career Pathways/Career Enhancement Summer Program** (\$30 per hour) Teachers' work schedules may vary: Monday- Friday, 20 or 40 hour work week. AM and PM class schedules available.

#### **Position Overview**

The Manager of the Office of Career and Technical Education (OCTE) sets the overall objectives to be met for the Career Pathways and Career Enhancement Programs. The CP Teachers work independently to deliver the curriculum to the youth workers and works under the immediate supervision of the CP Program Coordinator located at the school site.

#### **Primary Responsibilities:**

- Attend all professional development for the SYEP and CP/CE Summer Programs
- Administer the curricula and oversee day-to-day projects and participant work
- Manage classroom in an orderly manner
- Record youth workers' time and attendance daily
- Provide the appropriate supervision and train youth on how to perform project tasks
- Serve as first-responders/investigators in the event of an emergency
- Handle on-site project logistics
- Serve as the Worksite Supervisor as defined by the DOES/SYEP regulations
- Integrate basic Employability Skills Development in classroom instruction
- On Day One, conduct the youth worker's on-the-job orientation. The orientation should cover the following:
  - Required hours of work.
  - Regulations of the work-site, as they apply to the youth worker.
  - Time and length of breaks.

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- Name and telephone number of person(s) to notify when the youth worker will be late or absent.
    - Safety procedures and person(s) to whom accidents are to be reported.
    - A clear explanation of the youth worker's responsibilities, including the criteria by which his/her work aptitude and attitude will be evaluated.
  - Oversee daily logistics, including supplies and training for projects.
  - Interface with the CP Program Coordinator to keep them apprised of any incidents and/or program challenges
  - Performs other related duties as assigned

### **Educational/Professional Qualifications**

Bachelor's degree, and 3-5 years teaching experience required in the industries of **Finance, IT, Art, or Career Development** with previous exposure to or experience in the education sector.

- Minimum BA Degree , licensure and/or certification in specific industry
- 3-5 years work experience in related field
- Demonstrated involvement and commitment to the youth community
- Demonstrated experience developing positive rapport with youth
- Experience teaching youth
- Good administrative and supervisory skills
- Demonstrated knowledge of workshop activities and curriculum
- Experience teaching academic and/or industry/career content to youth

### **Personal qualities of top candidates**

- **Commitment to Equity:** Passionate about closing the achievement gap and ensuring that every child, regardless of background or circumstance, receives an excellent education through the CP/CE Summer Programs
- **Leadership:** Coaches, mentors, and challenges others to excel despite obstacles and challenging situations.
- **Innovative Problem-Solving:** Approaches work with a sense of possibility and sees challenges as opportunities for creative problem solving; takes initiative to explore issues and find potential innovative solutions.
- **Adaptability:** Excels in constantly changing environments and adapts to shifting projects or priorities to meet the needs of the youth participants.
- **Teamwork:** Increases the effectiveness of surrounding teams through collaboration, constant learning and supporting others; sensitive to diversity in all its forms; respects and is committed to learning from others
- **Dependability:** Does whatever it takes to consistently deliver with high quality under tight deadlines; successfully manages own projects through strong organization, detailed work plans, and balancing of multiple priorities.
- **Communication and Customer Service Skills:** Communicates clearly and compellingly with diverse stakeholders in both oral and written forms; anticipates and responds to customer needs in a high-quality and courteous manner.

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## To Apply

Interested current DCPS employees and non-DCPS employees should complete the CP Teacher application form online located at <https://octo.quickbase.com/db/be7afzdmq> by April 7, 2010.

For additional information about a summer school position, please visit [dcps.dc.gov/DCPS/summerschooljobs](http://dcps.dc.gov/DCPS/summerschooljobs).

Qualification for a summer school position will be determined by educational background and demonstrated competence as indicated by performance evaluations. We will be especially enthusiastic to review applications for teachers who have an IMPACT score of 2.5 or higher.

## Questions

If you have any questions, please email [SummerSchool.DCPS@dc.gov](mailto:SummerSchool.DCPS@dc.gov).

**Notice of non-discrimination.** In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, and the D.C. Human Rights Act of 1977, as amended, District of Columbia Official Code Section 2-1401.01 et seq. (Act), the District of Columbia Public Schools (DCPS) does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an interfamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited. Discrimination in violation of the aforementioned laws will not be tolerated. Violators will be subject to disciplinary action. The following office has been designated to handle inquiries regarding non-discrimination policies: Equal Employment Opportunity Unit, District of Columbia Public Schools, 825 N. Capitol Street, NE, Washington, DC 20002, (202) 442-5424.